



INTERNATIONAL MONTESSORI SCHOOL OF LATVIA

Job Description

Position: Elementary Teacher (Ages 6-9)

Program: Ages 6-9 Integrated Montessori and International Baccalaureate (IB) Education

Start date: August 1, 2024

Schedule: 8am - 4pm (+ Flexible Fridays!)

Reports to: Alona Zmitrovich, Director

Salary: Commensurate with experience (€1,300 - €1,700 net / €2,000 - €2,400 gross)

Contact Email: info@imsol.edu.lv

School Website: www.imsol.edu.lv

About IMSOL:

International Montessori School of Latvia, established in 2019, is a small English-medium private day school located in Riga, Latvia. We are currently expanding our offerings to serve students from ages 2.5 to 12, blending Montessori education with the International Baccalaureate curriculum. The upcoming 2024-2025 school year will see the inclusion of ages 6-9, followed by ages 9-12 in the 2025-2026 school year.

Key Responsibilities

Curriculum Development and Delivery:

- Develop and implement a curriculum that aligns with both the IB PYP and Montessori methodologies.
- Deliver engaging and individualized lessons that cater to the diverse needs and readiness levels of students.
- Provide differentiated support for students learning English (with the support of a dedicated EAL Teacher)

Classroom Management:

- Create and maintain a positive, supportive, and orderly classroom environment.
- Encourage student independence and respect for their rights to work and learn.
- Ensure the safety of students at all times and maintain classroom materials and resources.

Student Assessment and Progress Tracking:

- Conduct regular assessments to monitor student progress.
- Maintain up-to-date records of student achievements and development.
- Provide feedback and communicate effectively with students to support learning.

Collaboration and Teamwork:

- Collaborate with other teachers and staff
- Assist in training and supervising assistant teachers and interns.

Parent and Community Engagement:

- Maintain open and effective communication with parents, including conducting parent-teacher meetings and scheduling parent observations.
- Promote the school's philosophy and programs to parents and visitors.

Professional Development and Ethics:

- Engage in continuous professional development to enhance teaching practices.
- Adhere to professional ethics, maintaining confidentiality and upholding school policies.

A successful candidate will have:

- Bachelor's degree or Master's degree.
- 6-9 / 6-12 Montessori teaching certification (MACTE, AMI, AMS, etc.).
- Valid teaching credentials from any country (per Latvian Ministry of Education requirements).
- Native or near-native English language proficiency.
- Previous teaching experience in Montessori.
- Strong communication and organizational skills.
- A commitment to embracing and promoting IMSOL's blend of IB and Montessori principles.

Note: International Baccalaureate experience is helpful but not required.

Personal Attributes:

- An infectious spark and passion for teaching
- Ability to guide the class through an engaging, inquiry-based approach
- A dynamic, inspiring, and supportive presence in the classroom.

Why choose IMSOL:

- A supportive, kind, considerate administrative team
- Fridays free for planning and meetings, while the students are with specialists
- School located in downtown Riga (not on the outskirts!), with easy transportation options to work
- The chance to live in a fairytale-like, affordable city

Applications:

Please send cover letters and curricula vitae to Alona Zmitrovich, the Director, via email at info@imsol.edu.lv.

For more information about IMSOL and our unique educational approach, please visit our website at www.imsol.edu.lv.

